



Natural Resources Conservation Service  
One Credit Union Place, Suite 340  
Harrisburg, PA 17110-2993  
Phone No. 717-237-2100

---

**June 28, 2007**

**PENNSYLVANIA BULLETIN NO. PA230-7-9**

**SUBJECT: EOP – Updating required Civil Rights posters in the Field Offices**

**Purpose: To provide information and required action on the current posters to be displayed in NRCS offices and the correct locations for posting them.**

**Action Required by: August 1, 2007 for the District Conservationists to identify missing posters  
September 1, 2007 for ASTCs to verify completion.**

**Expiration Date: September 30, 2007**

**Background:** NRCS is required to have posted in every office specific posters in accordance with the guidelines set by the National Civil Rights Division. Some posters are to be displayed in employee areas for all employees to see, and others are to be posted in public areas where customers who walk into the NRCS office can see them. The posters must be current, are not to be covered by other papers, nor should they be located where the view may be obstructed. The “Sexual Harassment” poster (AD-1085 - Sept. 2003) must be displayed in the open employee area for every employee to access freely. The “And Justice for All” poster (AD-475A - Revised 3-98), the “Secretary’s Civil Rights Statement” (Mike Johanns – no date), and the “Equal Opportunity Counseling” poster (AD-1181- Sept. 2003) must be displayed in the open office entry area where both employees and customers can easily read them.

**Action:**

1. All employees will view the attachments to become familiar with the content and location.
2. District Conservationists will ensure that each poster is displayed in the appropriate locations where both NRCS employees and customers may easily view and read the posters.
3. If it is determined that an office is missing one or more of the posters listed in this bulletin, the District Conservationist will respond to the Area Coordinator by August 1, 2007, and a poster will be ordered for that office.
4. The ASTC for Field Operations will verify to Gary Smith that all offices have the required posters in the right location by September 1, 2007.

Questions or requests for assistance may be directed to Travis Watkins at 717-237-2147 or to [travis.watkins@pa.usda.gov](mailto:travis.watkins@pa.usda.gov).

/s/ Craig R. Derickson

CRAIG R. DERICKSON  
State Conservationist

Attachments

Distribution: AE